

SPACE ALLOCATIONS AND FACILITIES

External Buildings

Monthly Report for the Month of May

1. South Building - Press Room Air Conditioner, PSD. \$8,262. Fresh air louvers are on order. The two old 5-ton air conditioners must be removed. Approximate completion, 90%.
2. South Building - Basement light fixtures, PSD. \$9,000. Approximate completion, 65%.
3. South Building - Room 302, Telephone Company. Request for estimating the cost of removing the barrier doors in the center corridor and building a new corridor wall for room 302, thereby placing the original corridor area which is now room 302 into the center corridor.
4. South Building, East Building - Traffic. Two way traffic to and from 23rd Street and Constitution Avenue was placed into effect on Saturday, 11 May 1963. The entrance from E Street was closed as of 13 May 1963.
5. East Building - Second Floor, Non-Reimbursable. The gutters and down spouts have now been renewed on all four corners of the building. All plastering and painting has been completed except in the northwest corner room which is now in progress.
6. East Building - DDCI Office. Complete repainting of the DDCI office was accomplished during the week of 20 May 1963. Water from the gutters and downspouts had caused extensive damage to the walls and ceilings in this room.
7. Central Building - [REDACTED] 25X1A
[REDACTED] The contractor is now working in the east wing, first floor and in the basement. The east side of the roof was raised during the month and the air conditioners and related equipment placed in the attic.
8. Quarters Eye - 1900 Wing Air conditioner, FE. \$2,814. An order has been placed for the procurement of an air conditioner to serve 960 square feet in the 2900 Wing.
9. Quarters Eye - 2500 Wing and 2602-2624, Audit Staff. Carpenter work will be performed on 3 and 4 June. Painting is now 95% complete and will be completed by 5 June 1963. Move schedule is 10 June.
10. Quarters Eye - 2601-2627, 2628, 2700 Wing, 2801-2816. OP. Carpenter work will be accomplished from 4 to 6 June. Painting is now 15% complete and will be completed by 7 June. Move schedule is 10 June.
11. Quarters Eye - 1900 Wing, ADPS. Carpenter requirements not received.

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Branch Budget Position as of 31 May 1963:

The Branch expenditures (obligations) for Object Class 700 for the first twelve months of FY 63 ending 31 May 1963 are shown below.

<u>Budget Submission</u>	<u>Allowable Obligation</u>	<u>Actual Obligations</u>	<u>Per Cent Actual</u>
<u>For FY 1963</u>	<u>to Date for FY 1963</u>	<u>to Date for FY 1963</u>	<u>of Allowable</u>

100 -			93.1%
200 -			133.4%
700 -			96.0%
800 -			70.5%
900 -			60.4%
TOTAL			94.5%

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GROUP 1
Excluded from automatic
downgrading and
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HEADQUARTERS BUILDING

Monthly Report for the Month of May

1. Completed work:

- 25X1A a. DD/I-OCR/BR: [REDACTED] The alterations in these rooms were quite extensive and the working conditions were considerably crowded, therefore, these alterations were accomplished on week-ends to prevent interference with the operation of the office. This project was completed on 15 May.
- 25X1A b. DD/I-ORR and OSI: [REDACTED] Partitioning alteration requirements for these two rooms were received and a work order submitted to PBS 4 February. Alterations in these rooms were completed on 15 May.
- 25X1A c. DD/P-FID: [REDACTED] Approximately 85 linear feet of ceiling high partitioning was completed 3 May.
- 25X1A d. DD/I-OCI: [REDACTED] Partition alterations in [REDACTED] was started on 29 April using dry wall construction in place of ceiling high metal partitioning. This job was completed on 7 May. 25X1A
- e. DD/S-LSD: Shower Stalls. The installation of shower stalls in room BE28A for the pneumatic tube maintenance men and the incinerator operators was completed 17 May.
- f. DD/S-LSD: West Parking Lot. Clearance of underbrush around the exterior perimeter fences of the West Parking Lot was completed during week of 6 May.
- g. DD/S-LSD: Auditorium. Installation of a drinking fountain in the Auditorium was completed on a non-reimbursable basis week of 20 May.
- h. DD/S-LSD: A work order was submitted to PBS to install a sidewalk from the Northeast entrance to the Main entrance between the building and the Auditorium as directed. This project was completed 27 May.
- 25X1A i. DD/S-MedSt: [REDACTED] Alterations to this area for the relocation of A & E Div. classroom was started 27 May and was completed 29 May.

2. The following job requests have been programmed, are in progress, and/or estimated are being obtained:

- a. DD/S-OS: Vehicular traffic control stop and go lights, etc., requested for the DCI garage entrance. Estimated cost, \$311. This work is 80% complete as of this date.

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2. b. DD/P-RID: Material for additional overhead fluorescent lighting in [REDACTED] stack level was received by PBS 27 March. This project is approximately 60% complete as of this date.

c. DD/S-LSD: Construction of enclosure for paint spray booth, GJ06. Construction proposals and drawings were completed by Staff Architects 20 March. This project is being held in abeyance pending completion of present reshuffling of OTR personnel.

d. DD/S-OP: Credit Union Alterations. Credit Union alterations room 1J33 commenced on 15 April and is still in progress. It is anticipated that all work will be completed during week of 3 June.

e. DD/I-ORR: Installation of duct heaters [REDACTED]. At the direction of RE&CD, this office has submitted a work order to PBS to provide and install duct heaters in the air supply ducts serving these rooms since no provision was made for heating these rooms in the original construction contract. The installation of these heaters with individual room thermostats should result in curbing cold complaints from these areas during winter months. This project is being delayed due to work load of priority jobs.

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25X1A

f. DD/R-OSA: [REDACTED] GSA engineers started on plans and specifications for air conditioning of 6B14 on 5 May with an anticipated completion on plans and specifications by 1 June.

g. DD/S-LSD: Area for [REDACTED] etc., representatives in the basement is approximately 80% complete. Only electrical requirements remain to be completed.

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h. DD/S-LSD: Provisions have been made with PBS to install rubber bumpers on all carts within Headquarters Building. These bumpers are being installed at a rate of approximately 6 per day until completion.

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i. DD/R-ADPS: Alterations [REDACTED] A T-54 and estimate for alterations in room GD14 for the ADPS computer site has been submitted to GSA with a target completion date of 6 June.

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25X1A

j. DD/S-MedSt: Alterations [REDACTED] An estimate and T-54 was submitted to GSA for work involved in construction of additional toilet facilities in room [REDACTED] on 10 May. Tentative starting date scheduled for 8 June.

k. DD/I-ORR: Alterations [REDACTED] Over and above several minor alteration jobs for DDI components, an estimate and T-54 was submitted to GSA for alterations required for the [REDACTED] on 29 May. The anticipated commencement date for these alterations is 3 June with completion as soon thereafter as possible.

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25X1A

l. DD/S-MedSt: Renovations (painting and vinyl wall covering). A T-54 and estimate was submitted to GSA for extensive painting and installation of vinyl wall covering throughout the Medical area on 28 May. No commencement date of this project available at this time.

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2. m. DD/S-LSD: Carpool locator. Plans and specifications submitted to GSA on 22 May for estimate.
3. Park Benches at Bus Stops: Erection of additional outdoor type benches at the west road bus stop was completed week of 13 May.
4. Heating, Ventilating, and Air Conditioning Complaints: Verbal and written complaints averaged approximately 10 per day during this report period.
5. Electrical Work: Work is being accomplished at an average of 170 man hours per week. Present back-log stands at approximately 1070 hours. Due to the influx of priority work, the number of older job completions should not increase over the present rate. Scheduling of jobs is now on a two week period rather than a one week period, with consideration being given for installation of telephone and electrical floor fittings on a priority basis.
6. Building, Cleaning, Operations, GSA Custodial Forces: Verbal and written complaints continue to be received, but at a lesser rate. A survey of hallways, secure room areas and rest rooms was made by GSA Regional 3 Custodial Force officials. This was done in an effort to improve cleaning as a result of an official complaint from CIA. As a result of the above survey, a GSA contract has been let with a private concern for the cleaning and waxing of all corridors in Headquarters Building. As of this date all corridors have been cleaned twice by the Contractor and it is contemplated that it may be necessary for a third contract at a future date.
7. Engineering Section:
 - a. Design and coordination with consulting engineers of new ADPS computer center in Headquarters Building.
 - b. Design work on Broyhill Building for Office of Training occupancy.